



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

871204-02

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address OFFICE OF SECRETARY OF STATE GEORGIA REAL ESTATE COMMISSION 40 PRYOR STREET, SW 2nd FLOOR ATLANTA, GA 30303	Application Number 89-021	
Application Number		Date Received DEC 4 1987	Date Completed MAY 10 1989
2. Person to Contact Alice Black		Working Title Special Projects Coordinator	Telephone Number 656-3916
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 240 Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1925 Latest Date		5. Records Series Title (followed by title used in office; if different) Salesperson Transfer of Real Estate Salesman License Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Real Estate Commission regulates the issuance and reissuance of licenses to real estate brokers, associate brokers, and salespersons, additionally establishing rules and regulations relating to the professional conduct of the real estate profession in Georgia. It accepts complaints, reviews misconduct, investigates alleged violations of State law or Commission regulations, and takes disciplinary action against a variety of improper procedures or unfair trade practices. In addition to reporting violations to the Attorney General for action to enjoin such practices, the commission, after proper hearing, may censure a license, or suspend, revoke, or refuse to renew a license to practice.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Transferring of a real estate salesperson's license from one broker to another. Included are: -Statement of release by the former broker. -Certification by the salesperson that all records and items entrusted to his use have been surrendered to his previous employer. -A request from the new broker that the salesman be licensed. File is arranged: Alphabetically by calendar year by name of salesperson. Computer Indexed.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 15; Seven to twelve months old 5; Thirteen to twenty-four months old 0; twenty-five months and older 0?			
9. Annual Rate of Accumulation of Records Letter-size drawers 10; Legal-size drawers; Shelves; Other (specify)			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 7 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

ADMINISTRATIVE NEED: These files are needed for seven years to provide information for use in settlement of disputes.

OCGA: 43-40-19. Ga. Real Estate Manual Chapter 520-1-.11

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 6 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Alice M. Black	3/31/89	R.D. Wainwright	3/31/89
871204-02		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	W. H. Smith	5-9-89
89-021	Secretary of State/Designee	Edward Weldon	5/8/89
	Governor	W. H. Rogers	5/10/89
	Attorney General/Designee		